

Administrative Rules Agency Administration User Guide

Web application address

For acceptance: <http://apps4.dhfs.state.wi.us/admrules/secured/AgencyAdmin>
UserID/Password: ardhfsadmin / ardhfsadmin

For production: <http://apps.dhfs.state.wi.us/admrules/secured/AgencyAdmin>
UserID/Password: The one assigned to you.

Starting the web application

There are two ways to start the application:

- 1) Open your Internet browser and copy and paste the address.
- 2) Click on any of the links specified above.

Before entering the application the following screen will appear. Enter the correct user ID and password to enter the application.

ICS Login - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address <https://apps4.dhfs.state.wi.us/ICSLogin/?https://apps4.dhfs.state.wi.us/admrules/secured/AgencyAdmin> Go Links

wisconsin.gov home state agencies subject directory

Department of Health & Family Services Topics A-Z | Programs & Services | Partners & Providers | Reference Center | Search

Please log in
Please enter your username and password

Username:

Password:

Login Reset

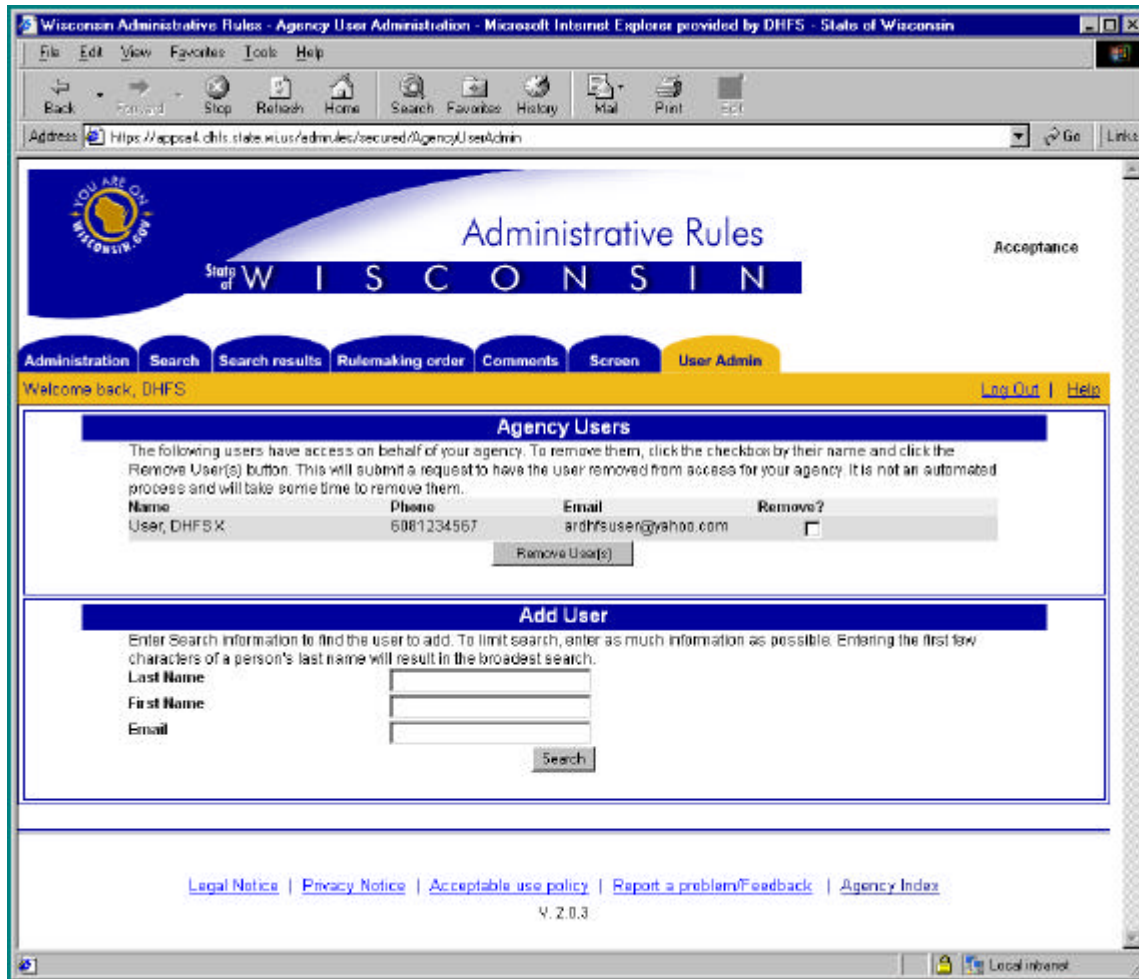
[Forget your password?](#) [Request a Wisconsin User ID and Password](#)

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Wisconsin Department of Health and Family Services

Start downloading from site: <https://apps4.dhfs.state.wi.us/ICSLogin/?https://apps4.dhfs.state.wi.us/admrules/secured/AgencyAdmin> Local intranet

If you will be using the acceptance environment, the user ID and password is: ardhfsadmin

Once the application starts you will see a screen similar to the following:



Deleting agency users

To delete users for the check on the box under the label “Remove?” and click on the “Remove User(s) button”. Users won’t be removed instantly. It can take up to 48 hours for a user to be removed.

process and will take some time to remove them.			
Name	Phone	Email	Remove?
User, DHFS X	6081234567	ardhfsuser@yahoo.com	<input type="checkbox"/>
Remove User(s)			

Adding Agency Users

To add a user first you need to search for it in the WAMS database. This means the user needs to be already registered with WAMS.

Adding users is not an automatic process. The program will generate an email and configuration files. Those files will go to TSS, where manually the new administrator will be added. The process can take up to 48 hours.

Enter as much information as possible about the person you are looking for:

characters of a person's last name will result in the broadest search.

Last Name	<input type="text"/>
First Name	<input type="text"/>
Email	<input type="text"/>

After clicking the “Search” button, the screen will expand to show all those WAMS users that match the search criteria.

Select a user to add and click the Add User button. This will submit a request to grant the user access on behalf of your agency. It is not an automated process and will take some time to add them.

	Name	Phone	Email
<input type="radio"/>	Morales, Paco	6082676768	francisco@ilore.com

Select the person you want to add as a user and click the “Add Administrator” button.